

Reasonable Access Ordinances – 10/10/11

DEFINITIONS AND ACRONYMS

CFR	-	Code of Federal Regulations
DOT	-	North Carolina Department of Transportation
FHWA	-	Federal Highway Administration
HO	-	High Order (route)
I	-	Interstate
LO	-	Low Order (route)
LSA	-	Limited Services Agreement
MP	-	Milepost
MSIS	-	Mobility and Safety Information Section
NC	-	North Carolina (primary) route
NCAC	-	North Carolina Administrative Code
NCGS	-	North Carolina General Statute
NCTN	-	North Carolina Truck Network
NN	-	National Network
NTP	-	Notice to Proceed
PO	-	Purchase Order
RA	-	Reasonable Access
SHS	-	State Highway System
SR	-	Secondary Route
STAA	-	Surface Transportation Assistance Act
TEAAS	-	Traffic Engineering Accident Analysis System
TMSD	-	Transportation Mobility and Safety Division
TSU	-	Traffic Safety Unit
URL	-	Uniform Resource Locator
US	-	United States (primary) route

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I. PURPOSE

The purpose of this LSA is to identify and prepare reasonable access ordinances for the North Carolina Department of Transportation's (DOT's) Traffic Safety Unit (TSU).

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II. REFERENCE

Contractor information may be reviewed at the following URL:

<http://ncdot.org/doh/preconstruct/traffic/safety/contractors/>

TEAAS information may be reviewed at the following URL:

<http://ncdot.org/doh/preconstruct/traffic/safety/teaas/>

Ordinance program information may be reviewed at the following URL:

<http://ncdot.org/doh/preconstruct/traffic/safety/programs/>

Ordinance training information can be viewed in the TEAAS Training Material at the following URL:

http://ncdot.org/doh/preconstruct/traffic/safety/teaas/data/chapter_17.pdf

III. CONTRACTOR RESPONSIBILITIES AND REQUIREMENTS

1. All original calculations, field notes, drawings, videos, and any other necessary project information prepared by contractors (electronic or hard copy) shall be the property of the DOT and shall be turned over to the DOT upon completion of the work or when requested.
2. Shall be responsible for ensuring that submittals are accurate and in a format compatible with DOT needs.
3. Shall obtain approval prior to making any changes on original requests.
4. Shall be responsible for the completeness, accuracy, presentation, and review of any work sublet to others.
5. Shall be responsible for ensuring its personnel adhere to applicable state and federal labor laws and regulations regarding work hours, breaks, etc.
6. Shall be responsible for the presentation and explanation of their work at any meetings, hearings, consultations, discussions, and field conferences as requested by DOT.
7. Shall be required to cooperate and coordinate fully with other contractors, municipalities, local officials, as directed by DOT.
8. If the contractor receives instructions or directions that are considered beyond the scope of work as outlined in the specifications then no work shall be performed until the matter is resolved.
9. Shall notify DOT of significant changes within the contractor (e.g., change of address, telephone number, project-related personnel changes, etc.). This responsibility includes ensuring the contractor's qualification/prequalification information is current in DOT's files.

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10. Shall maintain all books, documents, papers, records, and other information pertaining to work and costs incurred on this project and to make such materials available at its offices at all reasonable times during the contract period and for three (3) years from the date of final payment for inspection by the DOT or its designees.
11. All work performed shall comply with federal, state and local statutes, ordinances, and codes.
12. All work performed shall comply with federal, state and local safety regulations and procedures.
13. Shall submit an invoice to the DOT on a monthly basis, and each invoice shall have a unique number and shall state the billing cycle (beginning and ending dates).
14. Shall have personnel sign waivers of understanding regarding use of TEAAS.
15. Shall prevent personnel using TEAAS for any work other than that defined under this contract (unless another active contract specifically allows, or requires, use of TEAAS).
16. Shall not use information provided or learned under this contract against DOT.
17. Shall not provide information accessed or learned under this contract to any third party.

IV. DOT RESPONSIBILITIES AND REQUIREMENTS

1. Provide quarterly evaluations to each contractor based on timeliness (adherence to deadlines), responsiveness/cooperation, and quality (completeness and accuracy).
2. Shall make payment to the contractor upon verification of completed work and invoices.
3. Shall provide access to TEAAS to include user names, passwords, and roles that allow Contractor personnel access to information necessary for carrying out the requirements of this LSA.
4. Shall provide training on the use of TEAAS – generally a one day overview of the several modules within TEAAS that correspond to roadway feature information and ordinance information.
5. Shall provide training on mileposting, ordinances, route changes, STAA reasonable access, and the North Carolina Truck Network (NCTN).
6. Shall provide a list of the items to be QA/QC'd in Excel spreadsheet format for each item under each subsection of this LSA.
7. Shall provide a workspace, work station, local account and access to office equipment (copiers, printers, etc.) for any items that need to be completed on-site.

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V. OTHER REQUIREMENTS AND SPECIAL TERMS

1. DOT shall have the right to approve or reject any contractor or subcontractor personnel for this project, with or without cause or reason.
2. Reasonable extensions to time frames or deadlines may be made by mutual consent by all involved parties.
3. This work is considered technician level work and does not require sealing or oversight by a professional engineer.

VI. PREQUALIFICATION

All contractors shall be prequalified by the Transportation Mobility and Safety Division at the time of the bid opening. Potential Offeror's not already prequalified shall submit their fully completed prequalification application ten business days prior to the bid opening in order to have their bids opened and considered.

Link to general POC Contractors website:

http://DOT.gov/business/howtogetstarted/primecontractor/primecontractor_poc/

Online application instructions:

<http://www.DOT.gov/business/ocs/download/Instruction.pdf>

VII. REASONABLE ACCESS ROUTES

Reasonable access (RA) is provided to STAA-dimensioned vehicles (truck tractors with 53-foot trailers or twin trailers) to access terminals further than three miles from the North Carolina Truck Network ([NCTN](#)) in accordance with [23 CFR 658](#), [NCGS §20-115.1](#), and [NCAC 19A.02E.0426](#). There are approximately 231 reasonable access routes that are currently approved and effective, which need to be entered into the TEAAS ordinance system. Reasonable access is pavement and terminal specific, so an unknown number of these may have been affected by route changes.

Skill sets and abilities required for this work:

- Read and understand DOT maps and SHS route names
- Read and understand the NCTN map and truck restrictions table
- Locate businesses and shipping terminals on maps from addresses
- Calculate distances in both feet and miles
- Understand mileposting, TEAAS feature reports, route changes, and compass directions
- Understand ordinances

Time frame:

The contractor shall have two (2) months to complete this LSA once the notice to proceed has been issued.

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The contractor shall review, collect and compile reasonable access ordinance data as follows:

1. This work shall be performed on-site at the central offices of the TSU due to the need to review reasonable access files.
2. Review the RA file and produce a historical DOT map of the SHS routes at the time the RA was approved with the RA route highlighted (each segment is to be highlighted in a different color).
3. Produce a current DOT map of the SHS routes with the RA route highlighted along the same pavement as the original RA route (each segment is to be highlighted in the same colors used in step 2, above).
4. Compare original SHS routes to current SHS routes to see if any of the SHS route numbers have changed.
5. Determine if current routes are part of the [NCTN](#).
6. Identify the appropriate TEAAS ordinance type needed for each RA segment.
7. Fill out an STAA ordinance worksheets (provided) for the RA route and each segment (using current SHS routes) – complete all fields except the “Ordinance Number” field.
8. Submit all documentation (RA file, highlighted DOT maps, and STAA ordinance worksheets) to DOT personnel for review.
9. Once approved by DOT personnel, enter appropriate RA ordinances into the TEAAS ordinance system and complete the “Ordinance Number” field on the STAA ordinance worksheets.
10. Return all documentation to DOT personnel for final review and ordinance approvals.